

4.3 SENIOR PROGRAM OFFICER JOB DESCRIPTION

Senior Program Officer (HHSS Program Specialist)

SUMMARY DESCRIPTION

Under supervision of the Executive Director, manages the \$1.5 million AmeriCorps federal grant program including planning, organization, implementation and evaluation of all program components; provides technical assistance and expertise; directs the technical operations and activities necessary to implement the program; coordinates services with local, State and Federal agencies, volunteer management professionals, and service agencies; performs related work as assigned.

ESSENTIAL DUTIES:

1. Serves as the Nebraska Volunteer Service Commission's Senior Program Officer with expertise in developing, funding, implementing, and evaluating AmeriCorps program needs, goals, programs, delivery systems, and outcomes.
2. Directs all technical operations and activities necessary to maintain and provide support for the statewide delivery of the AmeriCorps program.
3. Collaborates with Commission Executive Director and Fiscal/Operations Officer to ensure all components of the AmeriCorps Program are implemented in compliance with the federal Corporation for National and Community Service.
4. Reviews and analyzes federal regulations, state laws and AmeriCorps administrative requirements to formulate appropriate policies, procedures and interpretation to guide successful implementation of the Commission's AmeriCorps programs.
5. Responsible for new service planning, budget development/analysis/funding, new program/organization recruitment, contract development, negotiation and monitoring, and programmatic auditing; reviews and makes planning and funding recommendations for statewide program.
6. Creates and maintains tracking/monitoring system to meet federal grant compliance requirements; communicate Commission policy and procedures to program organizations and elected officials.
7. Evaluate program financial and program performance; design, modify and implement Commission's risk-based monitoring strategy to ensure consistent oversight of state's AmeriCorps programs; assess AmeriCorps program goals and accomplishments to determine effectiveness.
8. Serves as liaison with the Commission Board committee.
9. Writes the annual Request for Applications (RFA) for AmeriCorps; develops scoring criteria; coordinates and manages the grant review process and communicates with applicants.
10. Travel throughout the state to recruit and publicize the AmeriCorps programs; review, advise, monitor and evaluate current National Service programs.
11. Market and communicates the AmeriCorps Program and Commission Programs and services to the public; assists with planning/implementing/fundraising for the NVSC annual volunteer conference.
12. Represents the Commission at local, regional, state and national conferences and symposiums on AmeriCorps Programs and national service.
13. Completes research on best practice; collects data, analyzes and develops reports; Maintains statistical information on program performance and communicates data to stakeholders; manages ongoing AmeriCorps evaluation and system improvement processes.
14. Supervises Training and AmeriCorps/Disability Program Officers.
15. Provides technical assistance and training on-site with programs and other system stakeholders.
16. Facilitates and leads local, statewide and national meetings and group situations; participates on state/regional/national system teams for improving approaches to increasing volunteerism.
17. Lead responsibility for the Commission website and electronic newsletter.
18. Assists with new project grant development and other professional duties as assigned.
19. Other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS

Education

- Completion of a Bachelor's Degree in public administration, education, community/regional planning, human services, social/behavior sciences, or related area. Master's Degree preferred.

Experience

- Three or more years of professional work experience in human services, education or community services, including program development, budget development and analysis, monitoring, contracting and evaluating services; analysis of data, report writing, marketing; working with local, state and/or federal political entities; developing and implementing operational policies and procedures and providing training to others required.
- Minimum of 3-5 years of professional experience in program and grant administration, management of community services, or non-profit service delivery desired.
- Documented experience in grant writing; interpreting and applying policies, grant requirements, technical directives, state or federal standards and regulations, and implementing compliance processes/procedures.
- Minimum of 3-5 years experience managing multiple AmeriCorps and other general programs, projects and/or personnel.

Skills/Abilities

- Knowledge of principles and techniques of strategic planning, monitoring, and evaluating community service programs and/or volunteer management service; the principles and processes of program administration and project management; basic budgeting and cost accounting processes.
- Knowledge of the National Service System, national service programs in Nebraska or volunteer management and community service recommended.
- Demonstrated ability to supervise large groups, professional and/or support staff.
- Demonstrated ability to work diplomatically and skillfully with a variety of stakeholders including state and local elected officials, volunteers, state Commission Board members, program directors and administrators, and persons from diverse backgrounds and experiences, or persons with disabilities;
- Demonstrated skill at working in a political environment; skilled at facilitation and system collaboration, information sharing and team building.
- Ability to initiate projects and works independently with minimal supervision; ability to organize & manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Ability to explain complex concepts/goals of program project; recognized service needs and resource constraints and develop viable options; develop and research alternative problem solving strategies.
- Excellent written and verbal communication, and computer skills to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- Extensive in-state travel required; some out-of-state travel; valid driver's license required.